

**Evergreen Fire District  
Board of Trustees  
Meeting**

**Meeting Minutes**

Regular Board Meeting of April 1st, 2019 – 6:00 pm

**CALL MEETING TO ORDER:**

Board Chair Brodie Verworn calls meeting to order at 6:10 pm

**TRUSTEES PRESENT:**

Brodie Verworn, Jack Fallon, Randy DePaul, Dave Adams

**ABSENT:**

Kyle Nace

**RECOGNIZE STAFF IN ATTENDANCE:**

Fire Chief Craig Williams, James Boyce, Terri Shively, Josh Cox Fire Marshall Ben Covington, Andrew Baker, Jacob Pitcher

**PUBLIC COMMENT:**

*At this time, public may comment on any public matter that is not on the Agenda of the Meeting and that is within the jurisdiction of the District. (none)*

**FINANCIALS:**

**Discuss and Approve February 2019 Financials**

Fallon states before financials are discussed, there is need of approval of the Agenda with any deletions or additions and adds the following:

- Levy results (past items)
- Data Entry Changes For Bookkeeping Cost Reduction (new items)
- Status of Car Seat Safety Program (new items)

Fallon questions why the District is over budget eight months into the new fiscal year. Chief Williams states there was additional in revenue at this time last year (wild land fire revenue). He states there is an increase in professional fees due to increase in call volume; they are in direct correlation to each other. He states that \$2,000 of the increase was due to legal fees for the policy manual review by Christopherson Law Firm and there hadn't been legal fees of any kind during the previous year. He states that 'consultation' also falls into the category of professional fees and our IT tech, John Barker of Barker Consulting was called for computer repairs a multitude of times before he installed the new server. The increase in 'facilities' under 7204 Fund was for the upgrade to the camera security system. Chief Williams addresses capital costs under 'new purchases' and states the costs are all attributed to the new ambulance which all expenditures have been paid out of 9428. It was reimbursed from 7250 but was not adjusted in 9428. Brief discussion continues with Fallon asking that the true operating net income be researched.

*Motion: Adams to approve the checks and accept the financial statements for the month of February as presented.*

*Second: DePaul*

*Vote: All in favor, motion carried 5-0*

**PAST ITEMS/UPDATES:**

1. **Discuss and Approve Meeting Minutes for Regular Board Meeting of March 4th, 2019**

*Motion: DePaul accept the Regular Board Meeting Minutes of March 4, 2019 as presented*

*Second: Adams*

*Vote: All in favor, motion carried 3 of 5*

2. **District Staffing Discussion**

Due to February financial losses and possible continued financial losses, Fallon suggests the possibility of changing the current staffing model to incorporate 'on call' and reducing the 2 additional personnel shifts to 12 hours / 5 days per week instead of 7 days per work as one way to control losses. Chief Williams states 'call back' or 'on call' will not work for EFD because all personnel have full time jobs besides Evergreen Fire as well as no way to enforce it. Chief Williams states that every staffing model has been explored over the years and that the current staffing model which was supported by the community in the recent levy is the model which works best for the current needs of both Department and community. Chief Williams acknowledges recent large expenditures that have contributed to most, if not all of the losses and asks that the discussion be revisited at the next Board meeting to show back-to-normal expenditures.

**3. Levy Results (addendum)**

- Fallon states voter turnout was between 32% and 34% compared to 42% for the prior levy.
- 55% of the voters were 'for' the levy and 45% were 'against' it.

**PROPOSALS:**

(none)

**RESOLUTIONS:**

(none)

**NEW ITEMS/UPDATES:**

**1 District Surplus – 1929 International Cab**

Chief Williams is requesting it be declared surplus so it can be sold at the Creston Auction.

*Motion: Adams to declare the 1929 International Cab as surplus*

*Second: Fallon*

*Vote: All in favor; motion carried 5-0*

**2 District Health Insurance Discussion**

- Chief Williams acknowledges and thanks Fallon for all of the information he distributed in regard to health care and choosing health insurance.
- Chief Williams questions who will be administering the program; administration vs Board function.
- Chief Williams suggests bringing someone in for consult.
- Fallon states group plan is unlikely due not meeting participation requirements because majority of personnel have insurance through other employment or spouse's employer and states the option would be a health reimbursement account (HRA).
- Consult with Hub International to see what they can offer at \$500 premium per participant with coverage to start on July 1<sup>st</sup>.
- Policy needs to be established and state \$500 per month will be provided per **participating** employee by the District; motion will be needed at the May meeting.

**3 District Retirement Discussion**

- Policy needs to be established stating there will be a 3% employer match for **participating** employees Simple Retirement Account; motion will be needed at the May meeting.
- Establishing a Simple IRA Plan; 5304 Simple vs 5305 Simple; 5305 is to be used with a designated financial institution meaning that a broker/dealer (anyone who selects and sells securities will want to set up a simple plan that the broker will have 100% control over it and must go through their institution). 5304 Simple; The District makes a contribution and the employee can set up the plan wherever they choose. The Employee has complete control over the plan. District only needs to have an address and account number for deposit purposes for electronic transfer.



**4 Data Entry Changes For Bookkeeping Cost Reduction (addendum)**

- Fallon asks if Administrative Assistant could take over data entry from accountant responsibility at Stahlberg to help reduce expenditures.
- Chief Williams states he will have a conversation with the administrative assistant.

**5 Status of Car Seat Safety Program (addendum)**

- Fallon asks if the car seat safety program was being implemented.
- Covington states that in the past several personnel were certified but that the ever changing car seats, regulations of, and recalls are difficult to keep up with. Certification requires a 40 hour class and recertification every 2 years.
- Referrals to The Summit, Kalispell Fire, and the County Health Department are being made to individuals who inquire about it at Station 81.
- DePaul asks if there is a need for the District to have this program. Covington states there are minimal inquiries because the most of the public is aware of the places that offer the service.
- Fallon suggests that the places of referral are added to the Evergreen Fire District's website.

**CHIEF'S REPORT:**

**1. District Employee Policy Manual**

- Chief Williams states that he and Covington have been in consultation with Attorney Kim Christopherson and 'started from scratch' on a new employee handbook. Christopherson had deemed the current manual more of a procedural manual rather than policy which prompted an entire rewrite of the entire handbook. Procedure will not be in a separate book but will be in a separate portion of the handbook. Christopherson has also advised the handbook incorporate additional policy and procedure to bring the handbook up to date to 2019.
- Chief Williams states there will be a need for an FLSA exemption separate from the handbook which Christopherson has already developed as well as the resolution. The new handbook, FLSA exemption and the resolution will be ready for discussion at the May Board Meeting.
- Chairman Verworn asks if an electronic copy will be distributed to all Trustees prior to the next Board Meeting and Chief Williams confirms that it will be sent.

**2. Seattle Stair Climb**

- Chief Williams states he and 8 participating personnel went to Seattle for the Annual International Stair Climb. The District's participants raised \$6,669.00 for the Lymphoma Society. He and participating personnel paid for their own expenses out of pocket and approximates each person spent \$1,000.00.
- Chairman Verworn acknowledges Firefighter Rachel Burns who alone raised \$2500.00.
- Chief Williams states that the District's participants were supported by the community with events being held at different locations/businesses.
- DePaul asks if the Board has ever discussed sponsoring the District's participants. Covington suggests that the best way to help the participants would be for the Trustees to donate to the cause because personnel cannot enter the competition without first receiving \$300.00 (minimum) in donations.
- Fallon asks how the State of Montana came in overall and Chief Williams states Missoula took the competition. They train year round and have professional sponsors as well as custom made, light weight turn-outs, airbrushed custom helmets and etc.

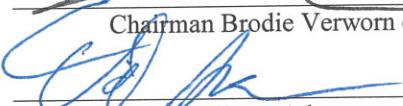
**3. February 2019 Call Volume (see reports)**

- Comparison Incident Count by Weekday/Hour (all zones) for February 2018 & 2019
- Comparison Incident Count per zone for February 2018 & 2019
- Comparison Incident Statistics for February 2018 & 2019

**Adjourned at 8:06 pm.**

*The President of the Board of Trustees, as presiding officer of any meeting of the Board of Trustees, may close the meeting during the time the discussion relates to a matter of individual privacy; and, then, if, and only if, the presiding officer determines that the demands of individual privacy clearly exceed the merits of public disclosure. The right of individual privacy may be waived by the individual about whom the discussion pertains; and, in that event, the meeting must be open.*

  
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Chairman Brodie Verworn or Vice Chair Randy DePaul

  
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Secretary Dave Adams